

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DODE08022996</u>	DATE POSTED: <u>03/08/22</u>	
POSITION NO: <u>240070</u>	CLOSING DATE: <u>09/23/2021 by 5pm</u>	
POSITION TITLE: <u>Building Maintenance Worker</u>		
DEPARTMENT NAME / WORKSITE: <u>DODE/Office of Diné Y.O.U.T.H. - Shiprock, New Mexico</u>		
WORK DAYS: <u>Monday - Friday</u> <u>(Occasional Saturday's)</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ8A</u>
WORK HOURS: <u>8am-5pm (Occasional</u> <u>afterhours/Saturday's)</u>	PART TIME: <input type="checkbox"/>	
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	NO. OF HRS./WK.: <u>27,519.84</u> PER ANNUM
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	DURATION : <u>13.18</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Under immediate supervision, performs skilled work of a routine nature involving the repair and maintenance of buildings, facilities and properties of the youth complex; related work as assigned. Ensure all electrical lines and equipment are in safe working order; perform general custodial work on the interior and exterior of the buildings to ensure cleanest on a daily basis, i.e., floors swept/mopped, vacuum/steam vac, sanitize, maintain building rooms, etc.; ensure all cleaning, sporting equipment, and supplies are cleaned and arranged in an orderly and accountable fashion, trash picked up inside and outside facility; windows cleared, graffiti cleared and cleaned, fences tightened, straightened and in some cases replace fencing; and evaluate interior and exterior facility to determine any deficiencies and submit proper request for payment of materials to repair those deficiencies. Maintenance work includes general carpentry, electrical, masonry, fencing, roofing, windows, welding, minor plumbing and water works, landscaping with proper equipment, painting, etc. Ensure updated blueprints of all waterlines, electrical lines, sewer lines, building and grounds are available. Ensure all agreements with appropriate entities are updated and on file, i.e., building insurance, MOA(s)/MOU(s), facility usage, etc. Conduct monthly, quarterly and/or annual inventory of supplies and equipment, facility inspections, and be responsible for the security of facilities/equipment. Provide and complete maintenance work prescribed safety standards and instructions provided by immediate supervisor. To be available for planned projects to ensure facility is available with all equipment is in working condition and to ensure facility is opened, set up, cleaned and locked after completion of the event(s). Monitor facility budget and submit financial documents for procurement of building supplies, construction material, janitorial supplies, tools/equipment, and office supplies for maintenance and upkeep of facilities. In some cases may be required to be involved in the budget process in regards to maintenance of the facility. Prepare and submit monthly/quarterly reports or on an as needed basis. May be responsible in supervising assigned temporary employee. Will be required to submit timesheets, job description, and instruct proper methods of utilizing facility equipment, carpentry, roofing, painting, and general custodial and maintenance work. Transport personnel, participants, supplies, and equipment as necessary for work activities or various program sites. Provide and administers first aid treatment in emergencies. Requires frequent need to stand, stoop, walk, sit and climb in high areas and on roof tops. Lift equipment or materials weighing up to 50 pounds and operating motorized equipment and hand tools in various sizes.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) years of experience in building maintenance or construction; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Within ninety (90) days of employment, obtain a Cardiopulmonary Resuscitation (CPR), First Aid Certification, Food Handler's Permit, Navajo Nation Vehicle Operator's permit, and Employee Identification card. Knowledge of federal building maintenance, remodeling and repair codes; of occupational safety and health practices and standards; of environmental protection practices and procedures; of grades and qualities of a variety of materials, supplies and equipment; of basic trade code standards related to electrical, plumbing, roofing, etc.; and of maintenance, operation and utilization of a variety of equipment, power and hand tools. Skill in reading and interpreting facility and building blueprints, schematics and designs; in following verbal and written directions; and in establishing and maintaining effective working relationships. Ability to stand, stoop, walk, sit and climb in high areas and on roof tops; and lift equipment or materials weighing up to 50 pounds.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.

JVA PROCEDURES

DODE08022996

DPM will utilize the JVA from a prior advertisement or standardize JVA when DPM becomes aware of a vacancy or is informed there will be a vacancy and provide notice to the program that the position will be advertised on the next vacancy listing.

If JVA has not been standardized programs must submit a hardcopy of the Job Vacancy Announcement utilizing the Excel template available on DPM's website. In addition, programs must email a copy of the JVA to the assigned Human Resource Analyst.

Comply with the employment, recruitment and selection policies and the requirements of applicable Navajo Nation, State, and Federal Laws.

To assist DPM in conducting the assessment, provide the description of the duties and responsibilities to be performed for your program. **DO NOT copy from class specification word for word.**

Programs who wish to re-advertise a position may do so by submitting a written justification request or email to DPM.

13.18

FOR PROGRAM USE ONLY

Contact Person: Lucinda Shepherd

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Prepared by: Lucinda Shepherd

Title: Admini. Services Officer Date: 3/30/2021

Approved by: Denise Thomas

Title: Department Manager I Date: 3/30/2021

FOR PERSONNEL USE ONLY

Dept. No: Business Unit #: Budget Amount:

Occupied? Vacancy Date: Position Status Date:

Classified Title:

Reviewed by: Date: